

Booking Form

Name _____ Title: _____
Job title _____
Organisation _____
Address _____

Postcode _____
Phone number _____
Email _____
Dietary / special requirements _____

Fees (Includes VAT)

Member	£130
Non-Member	£150
Parent / Carer / Person with a learning disability	£50

Please return this completed booking form with a cheque made payable to Learning Disability Wales, alternatively you can be invoiced but note there will a £5.00 administration charge per invoice.

I would like to book a place on Making Information Easy to Read and Understand in

- Cardiff, 15th October 2009
- Wrexham, 9th December 2009

Signed _____ Date _____

Cancellation Policy: Cancellations must be made at least 10 working days before the start of the event. Failure to do so will result in the full fee being charged.

Your details: Learning Disability Wales would like to keep your details on record for future events and training. If you do not wish to receive any further information from us please tick the box

Please return completed forms to either:

Fax: 029 2075 2149

Post: Learning Disability Wales, 41 Lambourne Crescent, Llanishen, Cardiff. CF14 5GG

Email: training@learningdisabilitywales.org.uk



Learning Disability Wales
Anabledd Dysgu Cymru

Making Information Easy to Read and Understand



This one day course will help you understand how to make written and printed information more accessible for people with learning disabilities. Attendees will try out ideas for themselves with the new skills and knowledge they will acquire during the day.

Cardiff

15 October 2009

Wrexham

9 December 2009

www.learningdisabilitywales.org.uk

Course Aims

This one day course will help delegates make information easier to read and understand for people with learning disabilities. Delegates will then be able to produce accessible:

- Leaflets
- Letters
- Minutes from meetings
- Agendas
- Reports
- Posters

Attendees on the course will have opportunities during the course to try out ideas for themselves with the new skills and knowledge they will acquire during the day.

After this course delegates will be able to

- Use clear words, sentences and grammar
- Work out the relevant information to be included in an easy read document
- Include appropriate pictures and images to make information clear
- Structure documents so they are easy to follow.
- Get going straight away with producing accessible documents.

Designed for

Anyone who writes and produces written information that needs to be clearly understood.

Trainer

Tracey Drew

Booking & Fees

Members £ 130

Non members £150

Parents / Carers / People with a learning disability £50

